



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNY B. McCORMACK**  
REGISTRAR-RECORDER/COUNTY CLERK

April 22, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**HEARING ON THE REVISION OF  
REGISTRAR-RECORDER/COUNTY CLERK FEES  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD, AFTER THE PUBLIC HEARING:**

1. Approve the attached ordinances revising and establishing fees for services provided by the Registrar-Recorder/County Clerk effective April 22, 2003.

**PURPOSE OF RECOMMENDED ACTION:**

The Department of Registrar-Recorder/County Clerk (RR/CC) provides a variety of services related to election and recorder operations. The purpose of this action is to ensure that the Department receives full cost recovery for administering these services as permitted by applicable law. The proposed fees have been reviewed and approved by the Department of Auditor-Controller. The fees included in this request require ordinance changes that have been proposed by County Counsel.

**Implementation of Strategic Plan Goals:**

**Goal No. 1: Service Excellence:** Provide the public with effective delivery of services within the County by implementing strategies related to fiscal responsibility and service integration by consolidating services and adjusting fees to ensure that the Department receives full cost recovery.

**Goal No. 4: Fiscal Responsibility:** Ensure the County's fiscal responsibility by effectively managing and enhancing current fiscal strategies as well as pursuing existing revenue options.

**JUSTIFICATION:**

Government Code Section 54985 provides that a county board of supervisors shall have the authority to set a fee in the amount reasonably necessary to recover the cost of providing any product or service. The fees described below no longer reflect the Department's actual cost and therefore must be revised to include current employee salaries and benefits, supplies and equipment usage.

**LEGAL MANUAL & SUPPLEMENT**

The RR/CC Legal Manual and Supplement, which is updated yearly, contains legal information regarding Recorder functions. This information is of interest to the public as well as to other government agencies. The new proposed fee will be \$127.

**VOTER/ELECTION FILES**

The voter registration, absentee voter, and election specific data files contain updated registration information, district information, voting history, polling place information and street index data. The current fee for the sale of this information is \$156 for a compact disk (CD) and \$202 for a Jaz Cartridge.

County Ordinance Section 2.32.260 pertaining to voter/election file(s) on CD was last revised in 1999. Since that time it has been determined that the CD is the only reliable medium for providing information in electronic format and has become the sole medium used by this office to provide this information. Furthermore, it has been determined that a more cost effective fee is one based on the number of voter file segments requested, as opposed to a flat rate per CD. Currently, the \$156 flat fee could include one or more files, so long as they all fit on a single CD.

Upon review of the fee, it has been determined the appropriate base price for the first voter file is \$54 and each additional file is \$39, excluding the entire Los Angeles County voter file. Given the significant additional time required to create the Los Angeles County voter file on CD because it contains over four million registered voters, the appropriate cost is \$146.



Type of File	Current Fee
1 CD (regardless of # of files)	\$156

Type of File	Proposed Fee
Any File (CD only)	\$54 File, \$39 Each Additional File (Excluding LA County Voter File)
LA County Voter File (CD only)	\$146 File

County Ordinance 2.32.270 for voter/election file(s) on Jaz Cartridge was last revised in 1999. Since that time it has been determined that this medium of information storage/retrieval is often unreliable and as such has become obsolete. We propose to delete this ordinance.

Limited Customized Compact Disk Copies

The voter registration, absentee voter, and election specific data files can be customized to include information such as updated registration information by city, district (water, school, etc.), voting history, polling place information and street index. The current fee is \$142 for a customized CD for the first 2,000 registered voters plus \$1 for every additional 2,000 voters.

County Ordinance 2.32.280 for the limited customized CD was last revised in 1999. Since that time it has been determined that it is more cost effective to determine the fee in terms of actual voter file segments, instead of the number of registered voters contained in an electronic file. Given the changes to the voter/election files and the proposed change to the way customers can request this information, we propose that this ordinance be deleted.

FILING/NON-FILING CERTIFICATE

A Certificate of Fact of Filing/Non-Filing officially certifies if a record such as a notary journal records or domestic partnership related information are on file. The County Ordinance 2.32.210 was last revised in 1998 and the fee was set at \$20.50 per certificate. The fee will increase to \$27.00 per certificate.

CUSTOMIZED DISTRICT/PRECINCT MAP (ACETATE OVERLAY)

Customized district/precinct map overlays will be produced on clear acetate and measure 3 feet by 4 feet. The background or bottom map represents district boundaries only and the acetate overlay map allows distinctions from the original background map. These customized maps will be printed upon the customers' desired specifications. The maps will be produced using the Department's computerized Geographic Information Systems. The new proposed fee is \$48.

PRECINCT/DISTRICT MAPS ON 35 MM MICROFILM

The Department can produce maps on 35 mm microfilm that define specific arbitrary areas including streets, freeways, city boundary lines, major political districts and election precincts. This microfilm reel can be updated yearly and will be primarily requested by educational institutions and research professionals. The new proposed fee is \$246 per request.

RECORDED MAPS-REAL ESTATE RECORDS

On a quarterly basis, the Department microfilms recorded tract, parcel, assessment information and a record of survey maps on 35mm film. Title and escrow companies are likely to utilize this information most often. The new proposed fee is \$88 per 100-foot roll.

**FISCAL IMPACT:**

Current revenue from the above-mentioned fees totals approximately \$39,000 annually. The proposed fees will increase Departmental revenue by \$31,000. Approval of these revised fees will increase Departmental revenue by approximately \$31,000 and will not impact net County cost (NCC). Recent changes in the law regarding allowable costs for providing public records have noticeably impacted the above-mentioned fees. Specifically, an amendment to the existing Public Records Act, Government Code Section 6253.9, became effective January 1, 2001, which does not permit the inclusion of indirect expenses in calculating fees.

**FINANCING:**

The proposed fees would not require an increase in the Departmental budgeted NCC.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Department of Registrar-Recorder/County Clerk is requesting approval for the above-mentioned proposed fees. Government Code Section 54985 provides that a county board of supervisors shall have the authority to increase a fee in the amount necessary to recover the cost of providing any product or service. County Counsel has approved the attached required ordinances that incorporate the proposed fees.

A public hearing and publication of notice is required prior to the approval of new fees pursuant to Government Code Section 66018. A Notice of Public Hearing was published by the Executive Office in accordance with Section 6062(a), as required by Section 66018 of the Government Code.

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April 22, 2003  
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All fees have been reviewed and approved by the Department of Auditor-Controller.

**IMPACT ON CURRENT SERVICES:**

The proposed fees will not impact current services provided by the Department.

Respectfully submitted,



CONNY B. McCORMACK  
Registrar-Recorder/County Clerk

CMC:KC:eb

Attachments

c: Chief Administrative Office  
Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel



**PROPOSED FEE CHANGES**  
**April 22, 2003**

Description	County Code	Section	Last Revised	Proposed Fee	Current Fee	Change	Approximate Yearly Requests	Current Revenue	Estimated Revenue
Legal Manual & Supplement		N/A	New	\$127	\$0.00	\$127.00	350	\$0	\$44,450
Voter/Elec Files--Each File (Previously, each CD)		2.32.260	1999	\$54	\$156.00	(\$102.00)	235	\$36,660	\$5,711
Each Additional File (Not LA County Voter File)		2.32.260	New	\$39	\$0.00	\$39.00	Unknown	\$0	\$2,750
Each LA County Voter File		2.32.260	1999	\$146	\$156.00	(\$10.00)	Unknown	\$0	\$8,578
								<i>Subtotal</i>	\$17,038
Filing/Non Filing Certificate		2.32.210	1998	\$27	\$20.50	\$6.50	120	\$2,460	\$3,240
Customized District Map (Acetate Overlay)		N/A	New	\$48	\$0.00	\$48.00	10	\$0	\$480
35mm Precinct Maps		N/A	New	\$246	\$0.00	\$246.00	5	\$0	\$1,230
Recorded Maps/Real Estate Records		N/A	New	\$88	\$0.00	\$88.00	45	\$0	\$3,960

**\$39,120      \$70,398**

**Total Estimated Impact on Revenue      \$31,278**



## **NOTICE OF PUBLIC HEARING PROPOSED REVISION OF FEES REGISTRAR-RECORDER/COUNTY CLERK**

In accordance with Government Code Section 66018, notice is hereby given that a public hearing will be held by the Board of Supervisors of the County of Los Angeles in the matter of revising Registrar-Recorder/County Clerk fees. Said hearing will be held on April 22, 2003, in the Hearing Room of the Board of Supervisors, Room 381, Kenneth Hahn Hall of Administration, 500 West Temple Street (corner of Temple Street and Grand Avenue), Los Angeles, CA 90012. Further notice is given that the Board of Supervisors may continue this hearing.

The Board of Supervisors will consider and may adopt the following proposed fee changes:

### **Fee Increases**

It is recommended that County Ordinance 2.32.210 be revised to increase the fee of Filing/Non-Filing Certificates from \$20.50 to \$27.00 per certificate.

### **Fee Decreases**

It is recommended that County Ordinance 2.32.260 be revised to decrease the fee for Voter/Election Files on Compact Disk from \$156 for each compact disk to \$54 for the first voter file and \$39 for each additional file, excluding the entire Los Angeles County voter file. The Los Angeles County voter file, which contains over four million registered voters, will be provided at a cost of \$146 per file.

### **New Fees**

It is recommended that County Ordinance 2.32.290 establish a fee for the Legal Manual & Supplement which contain legal information regarding Recorder functions, at a fee of \$127.

It is recommended that County Ordinance 2.32.300 establish a fee for Maps on Microfilm (Various) which includes maps defining specific areas in Los Angeles County, including streets, freeways, city boundary lines, major political districts and election precincts, at a fee of \$246.00 per request.

It is recommended that County Ordinance 2.32.310 establish a fee for Real Estate Records/Recorded Maps at a fee of \$88 for a 35 mm microfilm roll which includes recorded tract, parcel, assessment and record of survey maps.

It is recommended that County Ordinance 2.32.320 establish a fee for Customized District Maps (Acetate Overlay) which includes a background or

bottom map and the acetate overlay map that allows distinctions to be made from the original background map, at a fee of \$48.

### **Fee Deletion**

It is recommended that County Ordinance 2.32.270, Voter/Election File(s) on Jaz Cartridge, be deleted, as storing/retrieving information in this medium has become obsolete.

It is recommended that County Ordinance 2.32.280, Voter/Election Files, Limited Customized Compact Disk Copies be deleted. Given the proposed changes to County Ordinance 2.32.260, Voter/Election Files on Compact Disk, it has been determined that this will be a more efficient and cost effective way for customers to request voter/election information.

Written comments may be sent to the Executive Office of the Board of Supervisors. For further information please call (213) 738-3040.

Para informacion en español, por favor llame al telefono (213) 738-2952.

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**VIOLET VARONA-LUKENS**  
Executive Officer-Clerk of  
The Board of Supervisors



## ANALYSIS

This ordinance amends Chapter 2.32 of the Los Angeles County Code to authorize the Registrar-Recorder/County Clerk to charge certain fees to recover the actual costs of preparing copies of specified documents and providing certain services and deletes obsolete fees.

Government Code section 26831 authorizes the Registrar-Recorder/County Clerk to charge fees to recover the actual cost of copying documents.

Government Code section 54985 authorizes the board of supervisors to set a fee that is otherwise authorized to be levied by another provision of law in the amount reasonably necessary to recover the cost of providing any product or service.

LLOYD W. PELLMAN  
County Counsel

By 

DERRICK M. AU  
Senior Deputy County Counsel  
Special Services Division

DMA:lm

03-17-03 (requested)

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 2 - Administration, of the Los Angeles County Code, relating to fees.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 2.32.210 is hereby amended to read as follows:

**2.32.210 Filing/nonfiling certificate.**

The Registrar-Recorder/County Clerk shall charge a fee of ~~\$20.50~~ \$27.00 for each filing/nonfiling certificate.

**SECTION 2.** Section 2.32.260 is hereby amended to read as follows:

**2.32.260 Compact disc copies.**

The Registrar-Recorder/County Clerk shall charge a fee of ~~\$156.00~~ \$54.00 for a compact disc copy of the first voter registration, absentee voter, ~~and or~~ election specific data files, and \$39.00 for each additional file, excluding the entire Los Angeles County Voter file. A compact disc copy of the entire Los Angeles County Voter file will be provided at a fee of \$146.00.

**SECTION 3.** Section 2.32.270 is hereby deleted:

**~~2.32.270 Jaz cartridge copies.~~**

~~The Registrar-Recorder/County Clerk shall charge a fee of \$202.00 for a Jaz cartridge copy of voter registration, absentee voter, and election specific data files.~~

**SECTION 4.** Section 2.32.280 is hereby deleted:

**~~2.32.280 Limited customized compact disc copies.~~**

~~The Registrar-Recorder/County Clerk shall charge a fee of \$142.00 for a compact disc copy of customized voter registration data for the first 2,000 registered voters plus \$1.00 for each additional 2,000 voters.~~

**SECTION 5.** Section 2.32.290 is hereby added to read as follows:

**2.32.290 Legal manual and supplement.**

The Registrar-Recorder/County Clerk shall charge a fee of \$127.00 for a copy of the Registrar-Recorder/County Clerk Legal Manual and Supplement.

**SECTION 6.** Section 2.32.300 is hereby added to read as follows:

**2.32.300 Maps on microfilm (various – 35 mm film)**

The Registrar-Recorder/County Clerk shall charge a fee of \$246.00 for a microfilm (35 mm film) copy of maps of Los Angeles County displaying streets, freeways, city boundary lines, major political districts and election precincts.

**SECTION 7.** Section 2.32.310 is hereby added to read as follows:

**2.32.310 Real estate records-recorded maps.**

The Registrar-Recorder/County Clerk shall charge a fee of \$88.00 for a microfilm (35 mm film) copy of quarterly recorded tract, parcel, assessment and record of survey maps.



**SECTION 8.** Section 2.32.320 is hereby added to read as follows:

**2.32.320 Customized district map with acetate overlay.**

The Registrar-Recorder/County Clerk shall charge a fee of \$48.00 for each copy of a customized district background map with an acetate overly map that allows distinctions from the original background map.

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